

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1650.21A

3/22/94

SUBJ: CIVIL AVIATION SECURITY TRAINING WORK GROUP

1. PURPOSE. This order establishes the Civil Aviation Security Training Work Group (**CASTWG**) and prescribes its membership and functions.

2. DISTRIBUTION. This order is distributed to the Assistant Administrator for Civil Aviation Security, **ACS-1**, and staff, to branch level in the Offices of Civil Aviation Security (**CAS**) Intelligence, Operations, Policy and Planning, and Program Management; to director level in the Offices of Training and Higher Education, International Aviation, and the Mike **Monroney** Aeronautical Center; to all Regional Administrators; to branch level in all regional **CAS** Divisions, Mike **Monroney** Aeronautical Center; and the Europe, Africa, and Middle East Office; to the **CAS** Staff at the FAA Technical Center; to all Civil Aviation Security Field Offices (**CASFO**) and Units (**CASFU**); Federal Security Managers (**FSM**); Civil Aviation Security international Field Offices, (**CASIFO**); and Civil Aviation Security Liaison Officers (**CASLO**).

3. CANCELLATION. Order **1650.21**, Civil Aviation Security Training Work Group, dated April **19, 1993**, is canceled.

4. BACKGROUND. Historically, **CAS** training issues have been addressed as they surfaced. There is a need for an integrated organizational approach to identifying and resolving training issues which would ensure that **CAS** true training needs (operationally required) are met.

5. EXPLANATION OF CHANGES. The order is revised to update changes in organizational titles.

a. The Training and Career Development Division, **ACZ-200**, is renamed and its functions transferred to the Aviation Security Training Division, **AMA-700**.

b. The technical training requirements data are submitted to the Executive Committee for Technical Training Oversight (**ECTTO**) rather than the Office of Training and Higher Education.

Distribution: **A-W(CS)-1**; **A-W(CI/CO/CP/CZ)-3**; **A-W(HT/IA)-1**
A-XY-1; **A-XYZ(CS)-2**; **A-FCS-0 (Ltd)**

Initiated By: **AMA-700**

6. OBJECTIVES AND SCOPE. The **CASTWG** serves to ensure that:

- a. The **CAS** training program results in an efficient and effective **ACS** work force.
- b. Employee development meets the job-related training needs of both the employee and the agency.
- c. **CAS** employees receive the training necessary, within budgetary constraints, to meet agency needs.
- d. Non-FAA, aviation security-related personnel receive aviation security training, as deemed necessary by **ACS-1**, to meet individual agency and industry needs.

7. RESPONSIBILITIES. The **CASTWG** shall:

- a. Review major **CAS** training program initiatives and provide timely recommendations regarding the existing programs or recommend new initiatives to **ACS-1**.
- b. Review and respond to major training program evaluations to ensure the continued quality, integrity, and responsiveness of the **CAS** training program.
- c. Make recommendations to the Office of **CAS** Program Management, **ACZ-1**, regarding **ACS** training priorities.

8. MEMBERSHIP. The **CASTWG** shall be composed of the following members:

- a. All **CAS** office directors will be permanent members.
- b. One **CAS** regional division manager will rotate membership and serve **2-year** terms. This member will be selected by the Director of **CAS** Operations, **ACO-1**.
- c. One **ACS-1** immediate staff member will be a permanent member.
- d. The Manager, **CAS** International Liaison Staff, **ACS-30**, will be a permanent member.
- e. The chair will be the Manager of the Aviation Security Training Division, **AMA-700**, and will be a permanent, non-voting member.

9. FUNCTIONS/OPERATIONS. The **CASTWG** chair or designee shall:

- a. Assure the responsibilities of the **CASTWG** are met.
- b. Approve any substitutions for attendance at all **CASTWG** meetings.
- c. Preside over all **CASTWG** scheduled and unscheduled meetings.
- d. Provide advance written notice and an agenda for all **CASTWG** meetings to all members.
- e. Appoint **CASTWG** members to membership on **subwork** groups or task forces, formed for the purpose of conducting specific studies, resolving issues, and carrying out such other work group activities as may be appropriate and necessary.
- f. Ensure that the standing **subwork** group described in paragraph 8 prepares and submits recommendations to **AMA-700** for distribution to **CASTWG** members at least 1 month before scheduled **CASTWG** meetings and at least 1 week before called, unscheduled meetings.
- g. Prepare a report of each meeting and make recommendations for **ACS-1** review and comment.
- h. Prepare an annual report for **ACS-1** and distribute according to paragraph 2 of this order.

10. STANDING SUBWORK GROUP. The **CASTWG** will be augmented by a standing **subwork** group at the staff level called the Staff Work Group.

- a. Responsibilities. The Staff Work Group shall:
 - (1) Ensure that the **CASTWG** is kept fully informed on background information and staff level perspectives of training issues.
 - (2) Submit meeting agenda items to **AMA-700** at least 6 weeks before each scheduled meeting and 2 weeks before each called, unscheduled meeting.
- b. Membership. The Staff Work Group shall be composed of the following members, with one of the **ACO** headquarters representative serving as chair.

(1) One representative from each headquarters office, with the **ACZ** representative coming from **AMA-700**.

(2) One representative from the field, to be selected by **ACO**.

(3) The chair shall be a voting member.

c. **Meetings.** Meetings will be held at least 6 weeks before the scheduled **CASTWG** meetings and 2 weeks before called, unscheduled meetings.

11. ADMINISTRATIVE SUPPORT. Administrative and secretarial support for the **CASTWG** and Staff Work Group will be provided by **AMA-700**.

12. MEETINGS. Meetings for the **CASTWG** will be held at least semiannually. One meeting will be scheduled at least 3 months before the annual agency training programming conference. The second meeting will be scheduled at least 2 months before the technical training requirements data are submitted to the **ECTTO**.



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